



Milford Sound Aerodrome Health and Safety Policy

Ministry of Transport

Authority for issuing and amending this policy

This is a Ministry of Transport (Ministry) document. The Manager Milford Sound aerodrome will make amendments as required.

Record of amendments

Revision: Amendment	Date	Nature of amendment
1	June 2011	Initial issue
2	October 2016	Revised to account for the Health and Safety at Work Act 2015
3	July 2017	Minor amendments made to reflect current management and feedback from consultation with WorkSafe.

Distribution

Copy No	Organisation	Location	Hard Copy	Electronic Copy
1	Ministry of Transport	Ministry of Transport electronic filing system		•
2		Adjacent the Aerodrome Manager's desk	•	
3		Milford Sound webpage at http://www.transport.govt.nz/air/nzmf/		•

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Purpose of this Policy

- 1) The Milford Sound/Piopiotaahi Aerodrome Health and Safety Policy is intended to assist Ministry of Transport (Ministry) managers and staff to implement and adhere to healthy and safe working practices at the aerodrome.
- 2) The Policy is also intended to identify other PCBUs (persons conducting a business or undertaking) at the aerodrome, and to facilitate the coordination of their respective responsibilities in the interests of the safety and health of their workers and other people affected by their activities at the aerodrome.

Officers

- 3) An officer is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. Organisations can have more than one officer. Officers are:
 - company directors (even if they do not have 'director' in the title)
 - any partner in a partnership (other than a limited partnership)
 - any general partner in a limited partnership
 - any person who holds a position comparable to a director in a body corporate or an unincorporated body

- any person who occupies a position that allows them to exercise significant influence over the management of the business or undertaking (e.g. the Chief Executive).
- 4) Each officer has a duty – it is not a joint duty. Officers have a duty to exercise due diligence because they make policy and investment decisions that can affect workers’ health and safety.
- 5) In respect of the aerodrome, Ministry officers include:
- The Chief Executive
 - The Ministry Leadership Team
 - The General Manager Aviation and Maritime

PCBUs at the Aerodrome

The Ministry of Transport

- 6) The Ministry is committed to providing for the safety and well-being of staff and of others for whom it has responsibility under the Health and Safety at Work Act 2015 (HSW Act). The Ministry recognises the need to provide a safe working environment for staff, and to use safe working practices for whatever work is undertaken at the aerodrome.
- 7) The Policy applies to all Ministry employees, contractors, and other persons carrying out work on the Ministry's behalf at the aerodrome. The Ministry has a general Health and Safety Policy for all work carried out at Ministry locations. This policy must be read in conjunction with the general Ministry Policy.

Air operators

- 8) The well-being of an air operator’s passengers, visitors, employees and others affected by its operations at the aerodrome is primarily the responsibility of the air operator concerned. Air operators must comply with the Civil Aviation Act 1990 and Civil Aviation Rules, and have regard to Airways Corporation of New Zealand Ltd (Airways) advice or instructions, the Queenstown–Milford User Group Operations Handbook, and the operator’s own health and safety policies.

Airways

- 9) The well-being of Airways’ employees, visitors, contractors and others affected by its operations is primarily its responsibility, as is compliance with its own health and safety policies.

Department of Conservation

- 10) The well-being of the Department of Conservation’s (DOCs) employees, visitors, contractors and others affected by its operations is primarily its responsibility, as is compliance with its own health and safety policies.

Milford Helicopters Ltd

- 11) The well-being of Milford Helicopters Ltd's employees, visitors, contractors and others affected by its operations is primarily its responsibility, as is compliance with its own health and safety policies.

Contractors

- 12) Contractors, whether engaged by the Ministry, Airways or DOC, are primarily responsible for the wellbeing of their employees, subcontractors and others affected by their work, and for having and complying with their own health and safety policies.
- 13) These various parties each have the primary duty of care regarding the health and safety of their own employees, contractors, visitors and others affected by the work or services they carry out at the aerodrome.
- 14) However, the HSW Act also requires that all parties must work together, as far as is reasonably practicable, by consulting, cooperating, and coordinating their activities in relation to health and safety at the aerodrome.

Health and Safety Roles and Responsibilities

- 15) Ministry management is responsible and accountable for achieving the objective of this Policy and the implementation of a documented Health and Safety Management System, including hazard identification and control, accident investigation, corrective actions, housekeeping, training for emergencies, fire protection, contractors, and protection of visitors.
- 16) Aerodrome health and safety procedures are documented in the Ministry's Milford Sound/Piopiotaahi Aerodrome Health and Safety Manual. Both this Policy and the Manual are available at <http://www.transport.govt.nz/ourwork/air/nzmf/>
- 17) The Ministry will review procedures for Health and Safety at Milford Sound Aerodrome as required for continuing improvement.
- 18) Ministry employees and contractors are **required** to read this Policy and the related Health and Safety Manual prior to visiting or working at the aerodrome. This will be complemented by a specific on-site briefing by an Airways flight service specialist to advise of any known hazards, and to arrange any necessary procedures including communications while persons are on the operational areas of the aerodrome.
- 19) DOC, Air operators, Airways, Milford Helicopters and other contractors are responsible for briefing their own employees.

- 20) Any significant construction or maintenance work on the aerodrome will be the subject of a specific Method of Works Plan, refer Advisory Circular AC139-5 (Operational safety during works on aerodromes).
- 21) Notification of on-aerodrome accidents involving injury shall be in accordance with the relevant PCBU's health and safety procedures, but a copy of the notification should be copied to the Ministry for information in case hazard rectification is necessary.
- 22) A worker's rehabilitation from an injury and their return to work shall be in accordance with the relevant PCBU's health and safety policy and procedures.

Responsibilities of the Civil Aviation Authority

- 23) The Civil Aviation Authority is designated to perform functions and exercise powers under the HSW Act in relation to –
 - work to prepare an aircraft for imminent flight (whether on an aircraft or not)
 - work on board an aircraft for the purpose of imminent flight or while in operation
 - aircraft as a workplace while in operation (in essence 'chock to chock') –
 - but not in relation to the Armed Forces or military aircraft.
- 24) A personal injury sustained in relation to an 'in flight' occurrence may need to be reported to the Civil Aviation Authority under Civil Aviation Rules in addition to any HSW Act reporting to the employer.
- 25) The aerodrome is non-certificated in terms of Civil Aviation Rule (CAR) Part 139 but other rules and Civil Aviation Advisory Circulars (AC) are pertinent to the safe operation of aircraft at the aerodrome and the mitigation of hazards affecting aircraft operations.

Nick Brown

General Manager Aviation and Maritime

July 2017